

**NoDARS Workshop 1
Stockholm, Sweden
29-30 January 2015**

Reference	NoDARS Workshop 1/Info 1
Title	Practical information for participants
Submitted by	PHAS and the NDPHS Secretariat
Summary/Note	Please note that the meeting will be held from mid-day (ca. 12.00) on 29 January 2015 to allow the participants to arrive on the same day, and will adjourn in the afternoon (ca.16.00) of the following day to allow for an evening flight back home (exception Russian partner).

CONTACT INFORMATION

NDPHS Secretariat

Ms. Silvija Juscenko
Senior Adviser
NDPHS Secretariat
Slussplan 9
103 11 Stockholm
Sweden
Phone: +46 76 021 95 44
E-mail: silvija.juscenko@ndphs.org

Host

Ms. Karin Tegmark Wisell
Public Health Agency of Sweden
Nobels väg 18
171 82 Solna
Sweden
Phone: +46 70 329 26 02
E-mail: karin.tegmark-wisell@folkhalsomyndigheten.se

MEETING VENUE

Public Health Agency of Sweden
Meeting Room Råsunda
Nobels väg 18
171 82 Solna
Sweden

CONFIRMATION OF PARTICIPATION

Kindly confirm your participation in the NoDARS Workshop 1 by **18 December 2014** by using **the on-line registration form**, which is available on the NDPHS website at: http://www.ndphs.org/?mtgs,nodars_project_workshop_1.

ACCOMMODATION

The host has made a group reservation at First Hotel Norrtull, which is within walking distance from the Public Health Agency of Sweden (ca 10 min).



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S:t Eriksgatan 119
113 43 Stockholm
info@hotelnorrtull.se
http://www.firsthotels.se/norrtull

INFORMATION ABOUT TRAVEL, ACCOMMODATION AND SUBSISTENCE ALLOWANCE AND THE NDPHS TRAVEL CLAIMS SYSTEM

One representative per Project Partner is eligible for travel and subsistence allowance for the WS1 meeting (but **only within the cost foreseen in the project budget**).

The participants who would like to benefit from the travel and subsistence allowance are kindly requested to do the following **before** the meeting:

1. Get acquainted with the NDPHS Travel Claims System

Carefully read information at <http://ndphs.org/?travelclaims,page,about> and <http://ndphs.org/?travelclaims,page,guidelines>.

2. Register personal account in the NDPHS Accounts System.

All participants who wish to benefit from the financial support are required to submit, **within 2 weeks of traveling**, a travel claim for approval using the [NDPHS Travel Claims System](#). The originals of supporting documents, including but not limited to the originals of their boarding passes are to be submitted in accordance with the instructions in the NDPHS Travel Claims System. No supporting documents are required to claim the subsistence allowance.

In addition, the following rules apply:

1) Travel

Only **economy class** travel is eligible for support.

The following travel allowances **for economy tickets** are available **per international trip including all travel costs** (e.g., flight tickets, cost of a trip from home to the airport at the home country and vice versa, cost of a trip from the airport to the meeting venue and vice versa):

- Smolensk – Stockholm – Smolensk: 2 x 530 = 1060 EUR;
- Turku – Stockholm – Turku: 2 x 155 = 310 EUR;
- Riga – Stockholm – Riga: 2 x 160 = 320 EUR;
- Oslo – Stockholm – Oslo: 2 x 155 = 310 EUR;
- Warsaw – Stockholm – Warsaw: 2 x 195 = 390 EUR;
- Berlin – Stockholm – Berlin: 2 x 150 = 300 EUR.

If there is absolutely no possibility to stay within this limit, the respective participant is invited to contact the NDPHS Secretariat before tickets are bought. Please **approach the NDPHS Secretariat with your proposed flight itinerary by 18 December 2014 so that the NDPHS Secretariat can book and pay for your flight tickets in advance.**

If you have already bought your ticket, it will be reimbursed up to the level indicated above, after submitting a travel claim through the NDPHS Travel Claims System.



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2) Subsistence allowance, including accommodation

The project estimated budget foresees that only one person per Project Partner will receive one and a half per diem and will stay in a hotel for one night. The exception from this rule is the Russian partner that will receive one extra hotel night and a half extra per diem due to the length of the travel from Smolensk to Stockholm.

If a Project Partner would like to delegate more than one person or the delegate would like to stay longer than foreseen in the project budget, the respective organization or the delegate will need to bear all respective expenses itself. It should also contact the Host representative to check if this is in line with their planning regarding on-spot matters (the size of the meeting room, the number of participants benefitting from sponsored lunches, etc.).

Per diem for the workshops in Stockholm is calculated as follows:

- **Recommended daily subsistence allowance of 66 EUR.** The daily subsistence includes money for local trips (except for those to/from the airports at the home country and the country of destination as these belong to the travel costs). Since the local host and/or hotel offers free breakfast and lunch, this figure (EUR 66) is lowered by 15% for breakfast, 30% for lunch giving a **daily subsistence allowance of 53 EUR.**
- **Hotel ceiling of 100 EUR/day.**

The Host has preliminarily booked accommodation for all participants of the workshop at the First Hotel Norrtull. The NDPHS Secretariat will pay hotel bills (for one night only) of the eligible participants directly to the hotel.

MEALS DURING THE MEETING

Lunch and refreshments during the meeting will be offered free of charge by the Host.

TRAVEL INFORMATION

Travel from Stockholm Arlanda Airport to the Public Health Agency of Sweden

- **By flight bus (flygbuss) Arlanda–Liljeholmen (recommended!)**

Outside terminal 5 at Arlanda airport bus stop 2 there is a bus that goes from Arlanda to Liljeholmen. The price is 119 sek ca 13 EUR (buy before you get on) and you should get off at the stop “Karolinska Institutet” which is right next to the Public Health Agency of Sweden. The trip should take around 40 minutes and the bus leaves three times every hour.

- **By train to city centre and then by bus (not recommended)**

Several trains traffic the line between Arlanda airport and Stockholm City Centre. Go to the train information desk and ask which one is closest in time. To travel from the city centre to the Public Health Agency of Sweden is a bit tricky. The fastest way is to take the tube to St. Eriksplan (green line) and then bus 3 or 77 and get off at the stop “Thorax”.

Please note that taxi trips will be reimbursed only under special circumstances and if discussed with the NDPHS Secretariat in advance.



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Several Taxi companies go to the Public Health Agency of Sweden and it should cost around 500 sek (ca 52 EUR). Depending on traffic it should take around 30 minutes.

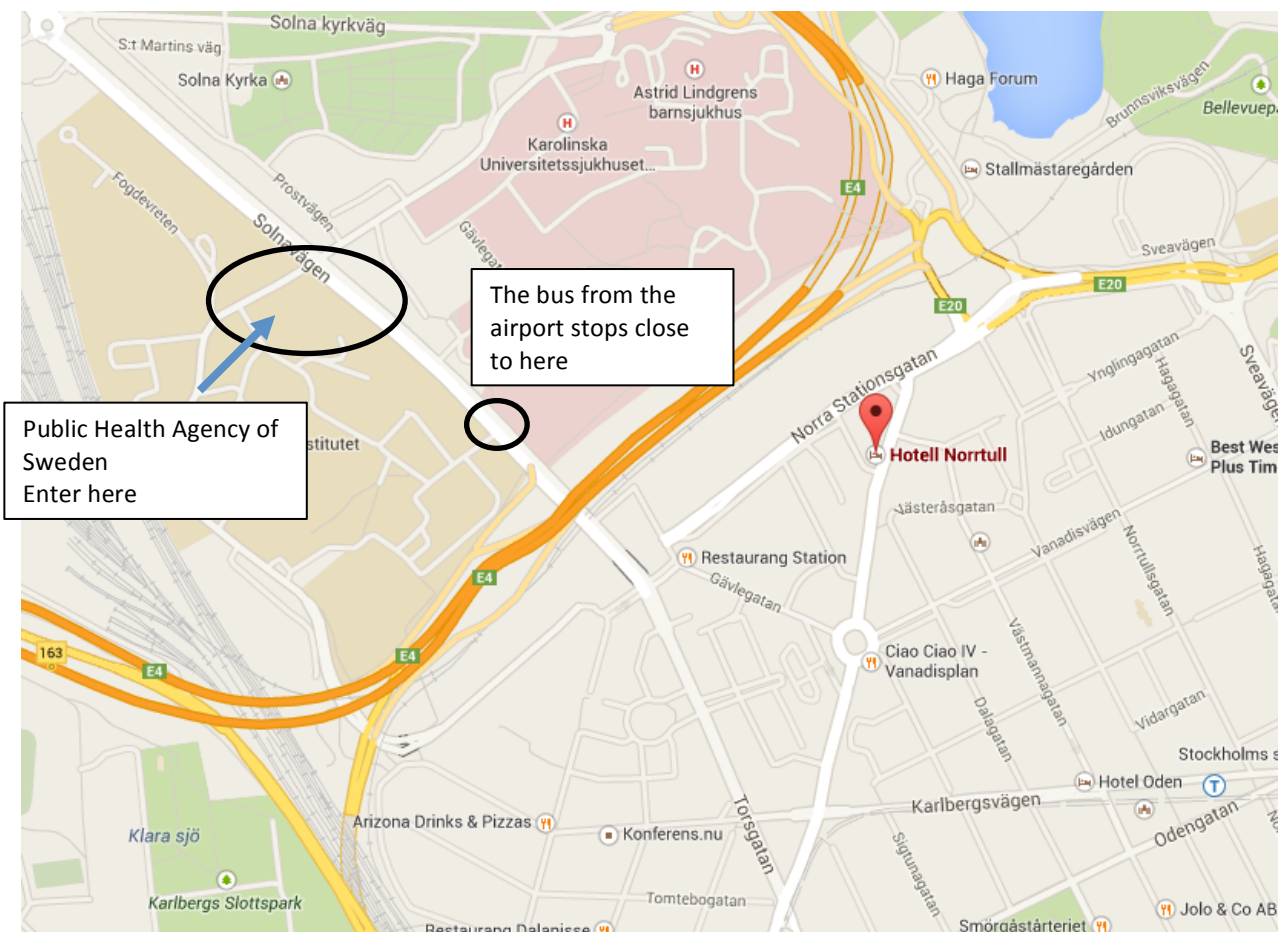
Travel from the First Hotel Norrtull to the meeting premises at the Public Health Agency of Sweden

The Public Health Agency of Sweden is within walking distance of the hotel (ca 10 min).

MEETING DOCUMENTS

All documents submitted to the meeting are/will be available for downloading at: http://www.ndphs.org/?mtgs,nodars_project_workshop_1. Participants are kindly requested to bring their own copies to the meeting. Files for presentation during the meeting (such as ppt presentations) should be sent to the NDPHS Secretariat for posting on the NDPHS website at least 2 days in advance.

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